



# Early Building Numbers Building Permit Guide

EFFECTIVE DATE: February 3, 2010

## Clark County Department of Development Services

### BUILDING DIVISION & PERMIT APPLICATION CENTER

4701 W. Russell Road  
Las Vegas, NV 89118  
(702) 455-3000

### LAUGHLIN BUILDING SERVICES

Regional Government Center  
101 Civic Way  
Laughlin, NV 89029  
(702) 298-2436

### OVERTON BUILDING SERVICES

Clark County Community Services  
320 N. Moapa Valley Blvd.  
Overton, NV 89040  
(702) 397-8087

[www.ClarkCountyNV.gov/depts/development\\_services/](http://www.ClarkCountyNV.gov/depts/development_services/)

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## Part I. General Information

This guide outlines the requirements/procedure for obtaining the building numbers for condominiums and apartments prior to the submittal of building plans.

1. An Application for Early Building Numbers shall be completed and submitted to Addressing Services. An application number will be assigned with the application type EBN (Early Building Numbers).
2. An appointment is required to submit for early building numbers and to pick up approved plans. Please call (702) 455-8968 and ask for Addressing to schedule an appointment. This will ensure that someone from Addressing Services will be available.
3. A plan review fee will be due at the submittal of the application. (See Required Fees on page 2 of this handout.)

## Part II. Submittal Requirements

Prior to submitting for early building numbers, the applicant shall obtain Land Use Approval for the project, the Off-site plans must be submitted and if required the Traffic Study approved. Building numbers are assigned based on driveway location. A change during the review of the above mentioned applications could affect the building numbers.

## Part III. Plans Required

Two (2) copies of the site plan shall be submitted with the application. Please do not show unit numbers on the plans. Unit numbers are not being reviewed with this application. Additional plans may be requested if deemed necessary during the review process.

## Part IV. Review Process

1. Early building numbers are reviewed by Addressing Services of the Department of Development Services.
2. Building numbers shall be assigned based on the Las Vegas Valley Street Naming and Assignment Policy found in Appendix A of Title 30.
3. The review process may take up to two (2) weeks.
4. Addressing Services will notify the applicant when the review is complete and if any additional fees are due. An approved site plan with the building numbers assigned will be provided to the applicant.

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## Part V. Required Fees

Fees are assessed per Title 22.02, Clark County Building Administrative Code.

1. The review fee will be One Hundred Five dollars (\$105.00) an hour per section 22.02.430, Table 3-1, item 6, Review for approval of unlisted components.
2. The initial plan review fee will be due at the submittal of the application.
3. If the review time exceeds one (1) hour, additional fees will be due upon the completion of the review.

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## Part VI. Applicant's Responsibilities

Two (2) copies of the approved building number plan shall be included with the building plan submittal. This will ensure that the Zoning Plans Examiner is aware that the project has been through the early building number review process.

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## Part VII. Addressing Contacts

Call (702) 455-8968 and ask for Addressing to schedule an appointment or for any questions regarding the early building number process.

Please visit the Department of Development Services' website at:

[www.ClarkCountyNV.gov/depts/development\\_services/](http://www.ClarkCountyNV.gov/depts/development_services/).



# CLARK COUNTY DEPARTMENT OF DEVELOPMENT SERVICES

## APPLICATION FOR EARLY BUILDING NUMBERS

FOR OFFICE USE  
APPLICATION #

AN EARLY BUILDING NUMBERING APPLICATION IS TO BE COMPLETED AS PART OF THE SUBMITTAL TO REQUEST BUILDING NUMBERS FOR APARTMENTS OR CONDOMINIUMS PRIOR TO THE BUILDING PLAN SUBMITTAL.

### CONTACT INFORMATION

OWNER/DEVELOPER NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ STE/UNIT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### PROPERTY INFORMATION

A SITE PLAN IS REQUIRED FOR ALL EARLY BUILDING NUMBER SUBMITTALS

PARCEL NUMBER(S): \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

NUMBER OF BUILDINGS: \_\_\_\_\_

APARTMENT

☐

CONDO

☐

LAND USE APPLICATION NUMBER (S): \_\_\_\_\_

OFF-SITE APPLICATION NUMBER (S): \_\_\_\_\_

TRAFFIC STUDY (IF APPLICABLE): \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### FOR DEVELOPMENT SERVICES' USE ONLY

DATE:

INITIALS:

AMOUNT PAID:

RECEIPT#

NUMBER OF HOURS:

ADDITIONAL FEE AMOUNT:

RECEIPT#

RECEIVED BY:

## Department of Development Services – Locations & Services

<b>BUILDING DIVISION &amp; PERMIT APPLICATION CENTER</b> 4701 W. Russell Road Las Vegas, NV 89118	<ul style="list-style-type: none"> <li>• On-Site Building Plan Submittals</li> <li>• All “Walk-Through” Plan Review / Permitting Functions</li> <li>• Residential Tract Submittal / Permitting</li> <li>• All Sub-Trade (Electrical, Plumbing &amp; Mechanical) Permitting</li> <li>• All Zoning Plan Review / Addressing</li> <li>• Building Inspection Scheduling Functions</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary Certificate of Occupancy Submittals</li> <li>• Building Inspection Penalty Fee Payment</li> <li>• Building Inspections</li> <li>• Building Inspector Inquiries</li> <li>• Amusement / Transportation Systems – Operation Certificates</li> <li>• Approved Fabricators</li> <li>• Quality Assurance Agency Listing</li> </ul>
<b>CLARK COUNTY GOVERNMENT CENTER</b> 500 S. Grand Central Parkway P.O. Box 553530 Las Vegas, NV 89155-3530	<ul style="list-style-type: none"> <li>• Records</li> </ul>	
<b>LAUGHLIN OFFICE</b> Regional Government Center 101 Civic Way Laughlin, NV 89029 (702) 298-2436	<ul style="list-style-type: none"> <li>• Application and Plan Submittal</li> <li>• Plan Review / Permit Issue</li> <li>• Sub Permit Issue</li> <li>• Building Inspection Services</li> </ul>	
<b>OVERTON OFFICE</b> 320 North Moapa Valley Boulevard Overton, NV 89040 (702) 397-8089	<ul style="list-style-type: none"> <li>• Application and Plan Submittal</li> <li>• Plan Review / Permit Issue</li> <li>• Sub Permit Issue</li> <li>• Building Inspection Services</li> </ul>	

Development Services’ Automated Phone System:

**(702) 455-3000**

Please select the appropriate option number for each of the following areas:

Inspection Scheduling & Report Building Code Violations . . . Option 1	Public Works, Development Review Services . . . . . Option 5
On-Site Permits or New Plan Submittals . . . . . Option 2	Records Office. . . . . Option 6
Building Plans Examination or QAA Information . . . . . Option 3	Management Staff. . . . . Option 7
Zoning Plans Examination or Addressing . . . . . Option 4	Hours of Operation, Locations & Web Information . . . . . Option 8

### Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway	(702) 455-5941
Public Works, Development Review Services (Civil Engineering)	500 S. Grand Central Parkway	(702) 455-4600
Current Planning Division	500 S. Grand Central Parkway	(702) 455-4314
Fire Department	575 E. Flamingo Road	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road	(702) 434-6600

### State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 200	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200 Henderson, NV 89074	(702) 486-1100

### Utilities

Nevada Power	6226 W. Sahara Avenue	(702) 367-5000
Southwest Gas	4300 W. Tropicana Avenue	(702) 365-1555

TT/TDD: Relay Nevada toll-free (800) 326-6868

**[www.ClarkCountyNV.gov](http://www.ClarkCountyNV.gov)**